



## **BATTALION CHIEF**

### **Exam Code: 4FS09**

<b>Department(s):</b>	<b>Department of Forestry &amp; Fire Protection</b>
<b>Opening Date:</b>	<b>08/11/2014</b>
<b>Closing Date:</b>	<b>09/8/2014</b>
<b>Type of Recruitment:</b>	<b>Departmental Promotional</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$4,641.00 to \$5,869.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>State-wide</b>

#### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

#### **WHO SHOULD APPLY?**

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection.

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **September 8, 2014**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for state civil service employees.

## FILING INSTRUCTIONS

Final File Date: **September 8, 2014**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at <http://jobs.ca.gov/Profile/Profile> Examination/Employment Application (STD 678) may be submitted by mail, or delivered in person.

**Note:** Applications will not be accepted via e-mail.

### **MAIL:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Diana Valenciano)  
P.O. Box 944246  
Sacramento, CA 94244-2460

### **SUBMIT IN PERSON:**

Department of Forestry and Fire Protection  
Examination Unit – (Attention: Diana Valenciano)  
1300 U Street  
Sacramento, CA 95818

Applications postmarked, or personally delivered after the final filing date, **September 8, 2014**, will not be accepted for any reason.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

## SALARY INFORMATION

\$4641 - \$5869

## ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **September 8, 2014**, the final filing date.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

and

### "Either" I

Three years of experience in the California state service performing the duties of a Fire Captain or Fire Captain (Paramedic). (Applicants who gained employment with CAL FIRE by Board Resolution may compete if they have three years of full-time experience as a Fire Captain or Fire Captain (Paramedic). Experience with CAL FIRE may be combined with prior Fire Captain or Fire Captain (Paramedic) experience to meet this requirement.)

### "Or" II

Five years of experience in the California state service performing the duties of a Heavy Fire Equipment Operator (two years of which must have been as a result of successful completion of a formal Training and Development assignment to the Fire Captain classification) and successful completion of Basic Fire Control training, which includes the Fire Fighter Academy and Company Officer Academy.

(Applicants who are within six months of satisfying the experience requirement for either Pattern I or II will be admitted to the examination, but must fully meet the experience requirement before being eligible for appointment.)

## POSITION DESCRIPTION

Under direction, Battalion Chiefs perform as subunit managers and direct personnel in the implementation of various Departmental programs (e.g., training, safety, emergency command center, fire prevention, air operations, camps, fire stations); or perform staff and support functions of comparable difficulty and responsibility as either unit or Academy training officers, fire protection planning and/or prevention officers, local government fire marshals, or as region command center officers. In a headquarters or region assignment, a Battalion Chief provides staff support to a higher level manager who has responsibility for a major Department program. Responsibilities may include conducting arson and preliminary fire investigations, public information activities, and relief field battalion coverage.

## EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **October/November 2014**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

## KNOWLEDGE AND ABILITIES

Scope:

A. Knowledge of:

1. Accepted command systems for proper organization and structure.
2. Adverse effects of emergency operations to mitigate damage and comply with departmental policy and local, State and federal regulations.
3. Basic human anatomy for medical emergencies.
4. Basic techniques and methods of team building and leadership to maintain positive working environments.
5. Conflict resolution techniques to address and deal with conflicts and issues within the workplace.
6. Cooperative agreements with local, State, and federal jurisdictions for fire suppression.
7. Fire protection organization standards to deliver wildland and structural fire protection, and other emergency services.
8. Departmental Employee Assistance Program (EAP) to ensure proper administration within the program and to provide for employee health and welfare.
9. Departmental Injury Illness Prevention Program (IIPP) to ensure the health and welfare of employees and safe operations.
10. Departmental issuance systems to ensure compliance with departmental policy.
11. Departmental Substance Abuse Program to ensure proper administration within the program.
12. Downhill line construction guidelines, common denominators of near-miss and fatality incidents to ensure firefighter safety.
13. Emergency Command Center operations for incident mitigation.
14. Emergency incident management including the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management Systems (NIMS).
15. Extinguishing agents and their appropriate use in fire suppression.
16. Fire behavior to safely and successfully mitigate fires.
17. Fire protection and prevention methods used to suppress and prevent various types of fires.
18. Firing methods, techniques, and equipment for fire activities for fire prevention, suppression, and mitigation.
19. Fuel, weather, and topography as they relate to wildland fire behavior.
20. Helicopters and helitack equipment for use in air support operations for fire suppression.
21. Investigation techniques, methods and practices to gather information for fire prevention and/or enforcing fire laws.
22. Lookouts, communication, escape routes, safety zones (LCES) for wildland firefighting safety.
23. Mobile communication devices to effectively communicate with staff, stakeholders, agencies, the public and private entities.
24. Occupational Safety and Health Agency policies to ensure health and welfare of employees.
25. Patient vital signs and symptoms to identify proper patient care.
26. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
27. Radio call plans to effectively utilize communication devices.
28. Safety precautions to provide protection from communicable diseases.
29. Tactics and strategies used in air support operations for fire suppression.
30. The 10 Standard Firefighting Orders and 18 Situations That Shout Watch Out for wildland firefighting safety.
31. The appropriate use and maintenance of firefighting tools and equipment for fire prevention, suppression, and mitigation.
32. The appropriate use, care, and inspection of Personnel Protective Equipment (PPE) to ensure firefighter safety and survival.
33. The Critical Incident Stress Management Program to assist in maintaining employee health and welfare.
34. The emergency response guides to ensure firefighter safety.
35. The proper uses and abilities of air-ambulance and rescue helicopter to ensure patients are provided proper transportation to medical facilities.
36. The strategies and tactics used to suppress various types of fires.
37. Various local, State and federal laws, codes, and ordinances relating to land use, life hazard,

- fire hazard and risk reduction to ensure compliance.
38. Wildland urban interface strategies and tactics for structure protection.

B. Ability to:

1. Perform regular and/or relief field battalion coverage to manage day-to-day operations and all-risk emergency incidents.
2. Direct and evaluate operational resources to safely and successfully mitigate incidents and ensure firefighter safety.
3. Read and understand policies, procedures, reports, and correspondence for a variety of work assignments.
4. Analyze situations and data to determine the most appropriate course of actions to mitigate incidents or problems.
5. Safely coordinate operations on the ground with air resources to maximize available resources and ensure safe operations.
6. Communicate ideas and information verbally to staff, stakeholders, agencies, the public and private entities.
7. Consult with staff, stakeholders, agencies, the public and private entities about issues and/or projects via telephone, email, and in person.
8. Remain calm and perform effectively in high stress situations.
9. Explain complicated information in simple, understandable language to ensure comprehension from a variety of audiences.
10. Maintain confidentiality to ensure compliance with applicable laws and regulations.
11. Present ideas and information effectively to various entities in order to communicate and meet operational needs.
12. Listen intently to ensure optimal comprehension of information, ideas, or directives.
13. Command emergency incidents in compliance with law, policy, various agency agreements, and established procedures in order to mitigate the incident.
14. Demonstrate leadership under unusually stressful conditions in both emergency and non-emergency situations.
15. Safely drive and operate emergency equipment through adverse conditions.
16. Prepare clear and concise reports to comply with departmental policy.
17. Read and understand road maps and street signs for a variety of work assignments.
18. Read and understand reference manuals and training materials for a variety of work assignments.
19. Use computer software to complete various work assignments.
20. Use standard office equipment and machines to complete various work assignments.
21. Identify problems or issues which impact the progress of work projects or assignments.
22. Effectively manage time with multiple assignments and deadlines to ensure timely completion of projects.
23. Establish and maintain priorities in order to complete projects and assignments on time and within budgetary constraints.
24. Be flexible in adapting to changes in priorities, work assignments, and other interactions that may impact pre-established courses of action for completing projects and assignments.
25. Work independently on projects or assignments with minimal supervision or detailed instructions.
26. Edit written materials to ensure accuracy and completeness.
27. Communicate ideas and information in writing to staff, stakeholders, agencies, the public and private entities.
28. Work as a member of a team to reach a common goal and/or objective.
29. Calm emotionally distressed or distraught patients, victims, relatives, friends, co-workers, and spectators at an incident.
30. Read and comprehend written materials in order to apply information and determine appropriate courses of actions.
31. Write simple documents to communicate with various audiences.
32. Compile and maintain records required for work proposed, in process, or completed.
33. Make informal and formal presentations on a variety of topics using appropriate audio-visual equipment in order to communicate with and educate a variety of audiences.
34. Establish and maintain cooperative relationships with individuals and organizations to meet departmental goals and objectives.
35. Use tact and diplomacy when working with people of different perspectives and viewpoints.
36. Create and maintain a healthy work environment that is free of discrimination and

- harassment.
37. Resolve interpersonal problems or conflicts in order to maintain and improve work environment.
  38. Administer Emergency Medical Treatment to sick and injured patients.
  39. Perform required duties for extended periods of time without rest.
  40. Perform required duties in extreme environments to ensure safety.
  41. Maintain a valid driver license as required by departmental policy.
  42. Safely drive a variety of vehicles in adverse weather conditions and terrain.
  43. Safely use and maintain firefighting tools and equipment.

## **VETERANS PREFERENCE**

Veterans' preference credits are not granted in promotional examinations.

## **CAREER CREDITS**

Career credits are not granted in promotional examinations.

## **DISTINGUISHING CHARACTERISTICS**

### **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel throughout the state to complete work activities.

## **CONTACT INFORMATION**

Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, California 94244-2460  
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones  
equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at  
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## **SPECIAL REQUIREMENTS**

**Note: The Special Requirements apply only to positions designated as Peace Officers.**

### **FELONY DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

### **BACKGROUND INVESTIGATION**

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

## CITIZENSHIP REQUIREMENT

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

## AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment.

## EDUCATION REQUIREMENT

Existing law provides that a peace officer must be a high school graduate, pass the General Educational Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board classification specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/9723.aspx>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at <http://jobs.ca.gov/Profile/Profile> California Department of Human Resources offices, local offices of the Employment Development Department, and the testing Department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing Department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.



**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, and, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices, at the State Personnel Board office, or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans' Preference Points:** Will be awarded pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans Preference is not granted once a person achieves permanent civil service status. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is on the Veterans' Preference Application (STD. Form 1093), which is available at [www.jobs.ca.gov](http://www.jobs.ca.gov). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application (STD. 678). (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California 95814).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other state; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Sections 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Sections 11557 or 11366.



**Confidentiality and Security:** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.